

Tasking Memorandum No. 00-63

Memorandum for Commanders DCMDs

Subject: Hiring Exceptions

Date: December 8, 1999

Target Audience: Directors of Planning and Resource Management

Requirement(s):

- The purpose of this change is to lift the hiring freeze for underburning CAO's and GS-13 and below.
- Hiring by CAO's that are overburning by more than 5% of their DCMC HQ's approved FTE allocation and/or high grades, GS-14 and above, requires DCMC HQ approval.
- Submit exception requests for overburning CAO's, as required, to DCMC-BA, ATTN: Ms. Marcia Case and Major Ellen Adams, USAF.
- Submit exception requests for high grades, GS-14 and above, to DCMC-BA, ATTN: Ms. Marcia Case and Ms. Melanie Reinders.
- The Executive Director, Business Operations, will approve/disapprove exceptions.
- Use the attached format for all requests (Attachment 1).
- Use the Organization Business Case format (Attachment 2) for all new high grade positions.
- Describe workload associated with position under "District Justification". Also include explanation if activity is currently overexecuting FTE allocation.
- DCMC-BA will process recommendations to DCMC-B within 5 working days.
- DCMC-B will decide within 2 working days.

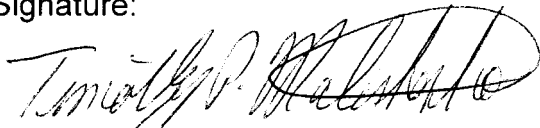
Point of Contact for Further Information:

Maj Ellen Adams, DCMC-BA

Phone: (703) 767-2441, DSN 427-2441

Email: ellen_adams@hq.dla.mil

Signature:



TIMOTHY P. MALISHENKO

Major General, USAF

Commander

Attachments:

Exception Form

Organization Business Case Format